

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number EP00		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Correction <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 5 before completing this form.						
1. Applicant Name (Last, First, Middle Initial)			2. Social Security Number/EHRI Employee Number		3. Date of Birth (yyyy-mm-dd)	
Group Training			5. Home Telephone (including Area Code)		8. Position Level (Mark (X) one only)	
* 4. Home Address (Number, Street, City, State, ZIP Code)					<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Supervisory <input type="checkbox"/> c. Manager <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) U.S. EPA 1595 Wynkoop St, Denver, CO 80202			8. Office Telephone (include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? If yes, please describe below. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
12. Type of Appointment		13. Education Level (Click link to view codes or go to page 7)		14. Pay Plan		15. Series
				16. Grade		17. Step
Section B - TRAINEE COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No. Street, City, State, ZIP Code) Nicoletti Flater and Associates, 3595 South Teller Street, Suite 310, Lakewood CO 80235				1b. Location of Training Site (if same, mark box) <input checked="" type="checkbox"/> EPA Region 8, 1595 Wynkoop Street, Denver CO 80202		
1c. Vendor Telephone Number 303-989-1617				1d. Vendor Email Address lpsych46@aol.com		
2a. Course Title Preventing Workplace Violence		2b. Course Number Code N/A		3. Training Start Date (Enter Date as yyyy-mm-dd) 2012-08-20		4. Training End Date (Enter Date as yyyy-mm-dd) 2012-08-29
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9) 03		8. Training Type Code (Click link to view codes or go to page 9) 01
9. Training Sub Type Code (Click link to view codes or go to page 9) 12		10. Training Delivery Type Code (Click link to view codes or go to page 12) 01		11. Training Designation Type Code (Click link to view codes or go to page 13) 05		12. Training Credit 03
14. Training Accreditation Indicator Check Below: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		15. Continued Service Agreement Required Indicator (Check Below) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		13. Training Credit Type Code (Click link to view codes or go to page 12) 04
18. Training Objective Educate staff and management on preventing workplace violence				19. AGENCY USE ONLY 2012-07-12 11:07:48 AM		
Section C - COST AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation / Fund	Item	Amount	Appropriation / Fund	
a. Tuition and Fees	\$ (b)(4)	See Below	a. Travel	\$		
b. Books & Materials			b. Per diem			
c. TOTAL	\$ (b)(4)		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to): US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER 4930 OLD PAGE ROAD (D143-02) RESEARCH TRIANGLE PARK, NC 27709			
4. Document / Purchasing Order / Requisition Number T12086HR022						
5. 8 Digit Station Symbol (Example - 52-34-5678) 68014922						

U.S. Office of Personnel Management

Page 1

NSN 7540-01-008-3901

Standard Form 182

B version, September 2006

ENTERED INTO IFMS

2012 2013 B 061000 7226F2L 2501 \$ (b)(4).75

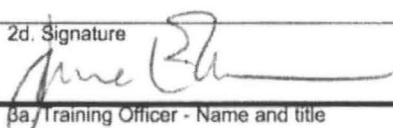
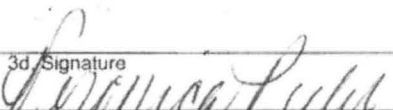
2012 T 061000 7226F2L 2501 \$ (b)(4).25

T12086HR022

JUL 12 2012

Funds Certifying Official

Section D - APPROVALS

1a. Immediate Supervisor - Name and title		
1b. Area Code / Telephone Number	1c. Email Address	
1d. Signature	1e. Date	
2a. Second-line Supervisor - Name and title Chadbourne, Jane E. Supervisory Human Resources Of		
2b. Area Code / Telephone Number	2c. Email Address chadbourne.jane@epa.gov	
2d. Signature 	2e. Date 1/12/12	
3a. Training Officer - Name and title Peeler, Veronica I Human Resources Specialist (Hr		
3b. Area Code / Telephone Number	3c. Email Address peeler.veronica@epa.gov	
3d. Signature 	3e. Date 7/12/12	

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title		
1b. Area Code / Telephone Number	1c. Email Address	
1d. Signature	1e. Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title		
1b. Area Code / Telephone Number	1c. Email Address	
1d. Signature	1e. Date	

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.



Document Review

Compass Document: RQ
1208GHR022

07/12/12

Document Summary: General Ledger Entries
 Doc Type: RQ
 Doc No: 1208GHR022
 External Doc No:
 Commitment Date: 07/11/12
 Closed Date:
 Servicing Finance Office: 08
 Original Amount: \$1,525.00
 Available Amount: \$1,525.00
 Description:
 Extended Description:
 Preventing Workplace Violence - Parker

Document Details: **Expand**

Line#	Line Amt	Obligated Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$(b)(4) 25	\$0.00	\$(b)(4)	2012	T	08G1000	ZZZGF2	0800BM00	2501			
2	\$(b)(4) 75	\$0.00	\$(b)(4)	20122013	B	08G1000	ZZZGF2	n/a	2501			

Document Activity:

Warehouse Homepage
 EPA@Work Home | EPA Internet
http://ofmint.rtpnc.epa.gov/neis/ifms_doc.resolve
 This web page was last updated on 04/17/2012.
 For issues, please contact: EPA Call Center - (866) 411-4372

ENTERED INTO IFMS

JUL 12 2012
 Funds Certifying Official

Group participant Details

EMPLOYEE ID

NAME

00031648
00022822

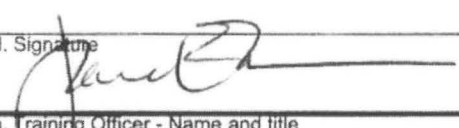
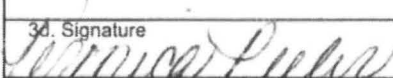
Parker,Michelle E.
Daniels,William J.

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number EP00		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Correction <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Cancellation					
Section A - TRAINEE INFORMATION Please read instructions on page 5 before completing this form.										
1. Applicant Name (Last, First, Middle Initial) PARKER, MICHELLE E			2. Social Security Number/EHR Employee Number XXX-XX-XXXX / 00031648		3. Date of Birth (yyyy-mm-dd) XXXX-XX-XX					
4. Home Address (Number, Street, City, State, ZIP Code) Parker, CO, 80134			5. Home Telephone (including Area Code)		6. Position Level (Mark (X) one only) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">a. Non-supervisory</td> <td style="width:50%; text-align: center;">c. Manager</td> </tr> <tr> <td style="width:50%; text-align: center;">b. Supervisory</td> <td style="width:50%; text-align: center;">d. Executive</td> </tr> </table>		a. Non-supervisory	c. Manager	b. Supervisory	d. Executive
a. Non-supervisory	c. Manager									
b. Supervisory	d. Executive									
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) 1595 Wynkoop Street Denver, CO, 802021129			8. Office Telephone (include Area Code and Extension)		9. Work Email Address parker.michelle@epa.gov					
10. Position Title HR Specialist (Employee & Labo		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe below.								
12. Type of Appointment 10	13. Education Level (Click link to view codes or go to page 7) 10	14. Pay Plan GS	15. Series 0201	16. Grade 13	17. Step 07					
Section B - TRAINEE COURSE DATA										
1a. Name and Mailing Address of Training Vendor (No. Street, City, State, ZIP Code) Nicoletti Flater and Associates, 3595 South Teller Street, Suite 310, Lakewood CO 80235			1b. Location of Training Site (If same, mark box) <input type="checkbox"/> EPA Region 8, 1595 Wynkoop Street, Denver CO 80202							
1c. Vendor Telephone Number 303-989-1617			1d. Vendor Email Address ipsych46@aol.com							
2a. Course Title Preventing Workplace Violence		2b. Course Number Code N/A		3. Training Start Date (Enter Date as yyyy-mm-dd) 2012-08-20		4. Training End Date (Enter Date as yyyy-mm-dd) 2012-08-29				
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9) 03		8. Training Type Code (Click link to view codes or go to page 9) 01				
9. Training Sub Type Code (Click link to view codes or go to page 9) 12		10. Training Delivery Type Code (Click link to view codes or go to page 12) 01		11. Training Designation Type Code (Click link to view codes or go to page 13) 05		12. Training Credit 04				
14. Training Accreditation Indicator Check Below <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		15. Continued Service Agreement Required Indicator (Check Below) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13) 03				
18. Training Objective Educate staff and management on preventing workplace violence				19. AGENCY USE ONLY 2012-07-09 12:07:05 PM						
Section C - COST AND BILLING INFORMATION										
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable							
Item	Amount	Appropriation / Fund	Item	Amount	Appropriation / Fund					
a. Tuition and Fees	\$ (b)(4)	<i>see Below</i>	a. Travel	\$						
b. Books & Materials			b. Per diem							
c. TOTAL	\$ (b)(4)		c. TOTAL	\$						
3. Total Training Non-Government Contribution Cost T12086HRC022			6. BILLING INSTRUCTIONS (Furnish invoice to): US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER 4930 OLD PAGE ROAD (D143-02) RESEARCH TRIANGLE PARK, NC 27709							
4. Document / Purchasing Order / Requisition Number										
5. 8 Digit Station Symbol (Example - 12-34-5678)										

2012 2013 B 061000 2226FZL 2501 \$ **(b)(4)** -75 ENTERED INTO IFMS
 2012 T 061000 2226FZL 2501 \$ **(b)(4)** 52
 T12086HRC022

JUL 11 2012
 Funds Certifying Official

Section D - APPROVALS

1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title Chadbourn, Jane E. Supervisory Human Resources Of	
2b. Area Code / Telephone Number	2c. Email Address chadbourn.jane@epa.gov
2d. Signature 	2e. Date 7/11/12
3a. Training Officer - Name and title Peeler, Veronica I Human Resources Specialist (Hr	
3b. Area Code / Telephone Number 303.312.7101	3c. Email Address peeler.veronica@epa.gov
3d. Signature 	3e. Date 7/11/12

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.



Document Review

Compass Document: RQ
1208GHR022

07/11/12

Document Summary:

Doc Type: RQ

Doc No: 1208GHR022

External Doc No:

Commitment Date: 07/11/12

Closed Date:

Servicing Finance Office: 08

Original Amount: \$325.00

Available Amount: \$325.00

Description:

Extended Description:

Preventing Workplace Violence - Parker

Document Details: **Expand**

Line#	Line Amt	Obligated Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	(b)(4) 25	\$0.00	(b)(4) 25	2012	T	08G1000	ZZZGF2	0800BM00	2501			
2	(b)(4) 75	\$0.00	(b)(4) 75	20122013	B	08G1000	ZZZGF2	n/a	2501			

Document Activity:

Warehouse Homepage
EPA@Work Home | EPA Internet
<http://ofmint.rtpnc.epa.gov/neis/ifms>
This web page was last updated c
For issues, please contact: EPA Call Ce

Emp.
Aug 20 - 9 - 11
Aug 29 - 9 - 11
Sup. -
Aug 29 - 12 - 3

ENTERED INTO IFMS

JUL 11 2012

Funds Certifying Official

(b)(4)

ONE
T1108GHR022
1675
1525
3200



Fw: Current Rates for Training and Consultation
Michelle Parker to: Nobuko Hattori
Bcc: Michelle Parker

07/02/2012 12:57 PM

Hi Nobe,

Dr. Nicoletti has confirmed the dates for the training. Monday, August 20 and Wednesday, August 29.
You can cancel the room reservation for Tuesday, August 28.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

----- Forwarded by Michelle Parker/R8/USEPA/US on 07/02/2012 12:56 PM -----

From: jpsych46@aol.com
To: Michelle Parker/R8/USEPA/US@EPA
Date: 07/02/2012 12:40 PM
Subject: Re: Fw: Current Rates for Training and Consultation

Michelle,

Got them down. Will the training be at the downtown office?

John

John Nicoletti, Ph.D., ABPP
Board Certified Specialist in Police and Public Safety Psychology

-----Original Message-----

From: Michelle Parker <Parker.Michelle@epamail.epa.gov>
To: jpsych46 <jpsych46@aol.com>
Sent: Mon, Jul 2, 2012 10:32 am
Subject: Fw: Current Rates for Training and Consultation

Hi John,

Before I send out notifications to employees about the training, I want to verify with you that the following dates/times are on your calendar:

Monday, August 20, 9am - 11am (employee class)

Wednesday, August 29, 9am - 11am (employee class); 12pm - 3pm (supervisor/response team class);
and 3pm - 4pm (extra hour with response team)

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

--- Forwarded by Michelle Parker/R8/USEPA/US on 07/02/2012 10:27 AM ---

From: Michelle Parker/R8/USEPA/US
To: jpsych46@aol.com
Date: 06/29/2012 01:27 PM
Subject: Re: Current Rates for Training and Consultation

John,

Please lock in 8/20 and 8/29.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

jpsych46---06/29/2012 01:09:09 PM---Michelle, I am available on 8/20, but not on 8/27.? However, I am available on either 8/28 or 8/29.?

From: jpsych46@aol.com
To: Michelle Parker/R8/USEPA/US@EPA
Date: 06/29/2012 01:09 PM
Subject: Re: Current Rates for Training and Consultation

Michelle,

I am available on 8/20, but not on 8/27. However, I am available on either 8/28 or 8/29. Let me know what works for you and I will lock them in.

John

John Nicoletti, Ph.D., ABPP
Board Certified Specialist in Police and Public Safety Psychology

-----Original Message-----

From: Michelle Parker <Parker.Michelle@epamail.epa.gov>
To: jpsych46 <jpsych46@aol.com>
Sent: Thu, Jun 28, 2012 1:01 pm
Subject: Re: Current Rates for Training and Consultation

Dr. Nicoletti,

Thanks for the quotes.

Now about dates

Are you available for training on the following dates/times:

1. Monday, August 20, 9am - 11am (2 hour employee training)

AND

1. Monday, August 27, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

OR

2. Tuesday, August 28, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

OR

3. Wednesday, August 29, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

We would like to hold classes on Monday, August 20 and again one day during the week of August 27.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

jpsych46---06/26/2012 07:27:45 PM---Michelle, I hope things are going well for you at EPA.? The cost for service is the same as last yea

From: jpsych46@aol.com
To: Michelle Parker/R8/USEPA/US@EPA
Date: 06/26/2012 07:27 PM
Subject: Re: Current Rates for Training and Consultation

Michelle,

I hope things are going well for you at EPA. The cost for service is the same as last year, \$(b)(4) for a three hour training and \$(b)(4).00 for consulting and risk assessment. In terms of training, classes on different weeks works for me. Both August and September are about the same as far as training dates. I will be out of town the first week in August and the last week in September. Let me know what you would like to do. Take care.

John Nicoletti, Ph.D.

-----Original Message-----

From: Michelle Parker <Parker.Michelle@epamail.epa.gov>
To: jpsych46 <jpsych46@aol.com>
Sent: Mon, Jun 25, 2012 1:02 pm
Subject: Current Rates for Training and Consultation

Hi Dr. Nicoletti,

I hope you are doing well.

The EPA is planning for a few training sessions for employees and supervisors. Our current plans are for one 3 hour supervisor class and two 2 hour employee classes. What is your current rate per hour for training?

Also, what is your current rate per hour for a consultation? (I want to ensure we have sufficient funds set aside in case we need to consult with you about an issue.)

What month would work better with your schedule for the training - August or September?

Would you prefer to conduct all classes in one day or does that matter to you? We would prefer to have the two employee classes during different weeks to ensure the maximum number of participants.

Thanks,

Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202



Document Review

Compass Document: MO T1108GHR029

07/12/12

Document Summary: General Ledger Entries
Doc Type: MO
Doc No: T1108GHR029
Order Date: 05/31/11
Closed Date:
Servicing Finance Office: RTPFC
Order Amount: \$8,400.00
Net Paid Amount: \$6,725.00
Available Amount: \$1,675.00
Vendor Code: MISC * **Vendor:** NICOLETTI-FLATER & ASSOCIATES
Description: CONVERSION
Extended Description:

Document Details: **Expand**

Line#	Line Amt	Expended Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Descript
1	\$(b)(4)	\$(b)(4).75	\$0.00	\$(b)(4).25	20112012	B	08G1000	ZZZGF2L	n/a	2501		RQ 1108GHR029	
2	\$(b)(4)	\$(b)(4).25	\$0.00	\$(b)(4).75	2011	T	08G1000	ZZZGF2L	0800BM00	2501		RQ 1108GHR029	

Document Activity:

Warehouse Homepage
 EPA@Work Home | EPA Internet
http://ofmint.rtpnc.epa.gov/neis/ifms_web.finance_result
 This web page was last updated on 06/05/2012.
 For issues, please contact: EPA Call Center - (866) 411-4372



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8
1595 Wynkoop
DENVER, CO 80202
<http://www.epa.gov/region08>

July 12, 2012

Ref: 8TMS-H

Nicoletti Flater and Associates
3595 South Teller Street, Suite 310
Lakewood, CO 80235

Enclosed is an Environmental Protection Agency training contract, which authorizes the following employee(s):

Group

to attend: **Preventing Workplace Violence**
on these date(s): **August 20, 2012 and August 29, 2012**

The EPA has two separate authorizations to make payment for your training. In order to make payment without delay or unnecessary confusion, the EPA is making a special request. After completion of the training on both dates (August 20 & 29, 2012), please submit two separate invoices with the total amount owed (\$**(b)(4)**) split between the two invoices as described below.

Please send your invoices to:

US Environmental Protection Agency
RTP-Finance Center
4930 Old Page Road (D143-02)
Research Triangle Park, NC 27709

First Invoice: Please indicate a total amount due of \$**(b)(4)**.00, and reflect this tracking number on your invoice: **T1108GHR029**

Second Invoice: Please indicate a total amount due of \$**(b)(4)**.00, and reflect this tracking number on your invoice: **T1208GHR022**

Please note: The total amount due on the two invoices should equal \$**(b)(4)**0.00, which will cover the two hour employee training on August 20, 2012; the two hour employee training on August 29, 2012; the three hour supervisor training on August 29, 2012; and the one hour training for the Response Team on August 29, 2012.

To be certain that payment is not delayed, please be sure that the information on your invoices matches that in Block 1a of our training contract. You must include your federal TIN and

the EPA employee's name on your invoices. As we are only authorized to make payments after services have been rendered, please mail your invoices after the completion of the event or course. If you have any questions or concerns, I can be reached at (303) 312-7101. It is a pleasure to do business with you.

Regards,

A handwritten signature in cursive script, appearing to read "Veronica Peeler", written in dark ink.

Veronica Peeler
Regional Training Officer
(303) 312-6370
July 12, 2012



Fw: T1208GHR022
Nobuko Hattori to: jpsych46
Cc: Michelle Parker

07/16/2012 02:23 PM

Hi John,

Attached is our order #T1208GHR022 authorizing training to EPA staff on August 20, 2012 and supervisors on August 29, 2012. If you need further information, please contact me.

Thanks,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370

----- Forwarded by Nobuko Hattori/R8/USEPA/US on 07/16/2012 02:19 PM -----

From: Mail R8Printer/R8/USEPA/US@EPA
To: Nobuko Hattori/R8/USEPA/US@EPA
Date: 07/16/2012 02:13 PM
Subject: T1208GHR022

Please open the attached document. This document was digitally sent to you



using an HP Digital Sending device. Document.pdf



AUTOMATED REPLY: Your email to RTPReceiving has been delivered. A
copy is enclosed
RTPReceiving to: Nobuko Hattori
Please respond to DO NOT REPLY

07/16/2012 02:44 PM

Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370

— Forwarded by Nobuko Hattori/R8/USEPA/US on 07/16/2012 02:24 PM —

From: Mail R8Printer/R8/USEPA/US@EPA
To: Nobuko Hattori/R8/USEPA/US@EPA
Date: 07/16/2012 02:13 PM
Subject: T1208GHR022

Please open the attached document. This document was digitally sent to you
using an HP Digital Sending device.

[attachment "Document.pdf"]



Preventing Workplace Violence in START
Nobuko Hattori to: Michelle Parker

07/16/2012 02:49 PM

Hi Michelle,

All 3 of your classes for "Preventing Workplace Violence" is now in START. If you need any changes or corrections made, please contact me.

Thanks,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370



Preventing Violence in the Workplace Training
R8 Mailer to: All Region 8 Employees

07/19/2012 09:14 AM

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8

1595 Wynkoop Street
DENVER, CO 80202-1129
Phone 800-227-8917
<http://www.epa.gov/region08>

July 19, 2012

Ref: TMS-HR

MEMORANDUM

SUBJECT: Preventing Violence in the Workplace Training

FROM: Judith Wong//signed//
Assistant Regional Administrator
Office of Technical and Management Services

TO: All Region 8 Employees

In accordance with the Region's local program on preventing workplace violence, all employees are being offered the opportunity to attend training.

We are fortunate to have John Nicoletti, Ph.D. from Nicoletti-Flater Associates, national experts on violence risk assessment and workplace violence prevention. The training will include how to recognize early warning signs, which include boundary probing and attack related behaviors. You will learn how to differentiate between the two types of behaviors and the action you should take if you observe these behaviors.

There will be two classes held in the Conference Center. The first class will be held from 9:00 A.M. until 11:00 A.M. on Monday, August 20, 2012, and the second class will be held from 9:00 A.M. until 11:00 A.M. on Wednesday, August 29, 2012. All employees are highly encouraged to attend one of these classes, so please sign up in START today.

If you have any questions, please contact Michelle Parker, Labor and Employee Relations Officer at (303) 312-6139.

cc: Karen Kellen



Please reserve a conference room....
Michelle Parker to: Nobuko Hattori

06/28/2012 12:50 PM

Hi Nobe,

Please reserve the Bison/Bitterroot rooms on the following dates/times:

✓ ✓ Monday, August 20, 8am - 11am (8 - 9 set up and 9 - 11 class)

~~Monday, August 27, 8:00am - 4pm~~

~~(8 - 9 set up and classes from 9 - 11 and 12 - 4)~~

✓ ~~Tuesday, August 28, 8:00am - 4pm (8 - 9 set up and classes from 9 - 11 and 12 - 4)~~

✓ Wednesday, August 29, 8:00am - 4pm (8 - 9 set up and classes from 9 - 11 and 12 - 4)

I will let you know what dates you can cancel when I hear back from Dr. Nicoletti.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370



Fw: Current Rates for Training and Consultation
Michelle Parker to: Nobuko Hattori

06/29/2012 01:53 PM

Hi Nobu,

Please change the conference room reservation from Monday, August 27 to Wednesday, August 29 (same rooms and times).

Please keep the reservation as it is for Monday, August 20.

Thanks,

Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

----- Forwarded by Michelle Parker/R8/USEPA/US on 06/29/2012 01:27 PM -----

From: Michelle Parker/R8/USEPA/US
To: jpsych46@aol.com
Date: 06/29/2012 01:27 PM
Subject: Re: Current Rates for Training and Consultation

*Aug 29
Resp - 12-3
Response Team -
3-4
Violence*

John,

Please lock in 8/20 and 8/29.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

jpsych46

Michelle, I am available on 8/20, but not on 8/27....

06/29/2012 01:09:09 PM

From: jpsych46@aol.com
To: Michelle Parker/R8/USEPA/US@EPA
Date: 06/29/2012 01:09 PM
Subject: Re: Current Rates for Training and Consultation

Michelle,

I am available on 8/20, but not on 8/27. However, I am available on either 8/28 or 8/29. Let me know what works for you and I will lock them in.

John

John Nicoletti, Ph.D., ABPP
Board Certified Specialist in Police and Public Safety Psychology

-----Original Message-----

From: Michelle Parker <Parker.Michelle@epamail.epa.gov>

To: jpsych46 <jpsych46@aol.com>

Sent: Thu, Jun 28, 2012 1:01 pm

Subject: Re: Current Rates for Training and Consultation

Dr. Nicoletti,

Thanks for the quotes.

Now about dates

Are you available for training on the following dates/times:

1. Monday, August 20, 9am - 11am (2 hour employee training)

AND

1. Monday, August 27, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

OR

2. Tuesday, August 28, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

OR

3. Wednesday, August 29, 9am - 11am (2 hour employee training) and 12pm - 4pm (3 hour supervisor/response team training and 1 additional hour with response team)

We would like to hold classes on Monday, August 20 and again one day during the week of August 27.

Thanks, Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370

jpsych46---06/26/2012 07:27:45 PM---Michelle, I hope things are going well for you at EPA.? The cost for service is the same as last yea

From: jpsych46@aol.com
To: Michelle.Parker/R8/USEPA/US@EPA
Date: 06/26/2012 07:27 PM
Subject: Re: Current Rates for Training and Consultation

Michelle,

I hope things are going well for you at EPA. The cost for service is the same as last year, \$(b)(4) for a three hour training and \$(b)(4) 00 for consulting and risk assessment. In terms of training, classes on different weeks works for me. Both August and September are about the same as far as training dates. I will be out of town the first week in August and the last week in September. Let me know what you would like to do. Take care.

John Nicoletti, Ph.D.

-----Original Message-----

From: Michelle Parker <Parker.Michelle@epamail.epa.gov>
To: jpsych46 <jpsych46@aol.com>
Sent: Mon, Jun 25, 2012 1:02 pm
Subject: Current Rates for Training and Consultation

Hi Dr. Nicoletti,

I hope you are doing well.

The EPA is planning for a few training sessions for employees and supervisors. Our current plans are for one 3 hour supervisor class and two 2 hour employee classes. What is your current rate per hour for training?

Also, what is your current rate per hour for a consultation? (I want to ensure we have sufficient funds set aside in case we need to consult with you about an issue.)

What month would work better with your schedule for the training - August or September?

Would you prefer to conduct all classes in one day or does that matter to you? We would prefer to have the two employee classes during different weeks to ensure the maximum number of participants.

Thanks,

Michelle

Michelle Parker
Labor and Employee Relations Officer
US Environmental Protection Agency, Region 8
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6139
Fax: (303) 312-6370



Fw: Workplace Violence Local Crisis Management Team
Michelle Parker to: Nobuko Hattori

07/18/2012 01:44 PM

FYI

.....
Michelle Parker | Labor and Employee Relations Officer | Human Resources (8TMS-H)
USEPA Region 8 | 1595 Wynkoop Street | Denver CO 80202-1129 | 303.312.6139

----- Forwarded by Michelle Parker/R8/USEPA/US on 07/18/2012 01:43 PM -----

From: Debra Clevenger/MO/R8/USEPA/US
To: Michelle Parker/R8/USEPA/US@EPA
Date: 07/18/2012 01:26 PM
Subject: Re: Fw: Workplace Violence Local Crisis Management Team

Hi Michelle - I reserved the Wardell room for the VTC for the training on August 29. Below is the VTC info. If you need us to dial in to your VTC just let me know which room you will be in. Thanks.

Name: R8 Montana John Wardell Room GCI
SIP phone number: 4064575081@epa.gov
IP address: 204.47.42.26

Michelle Parker

Thanks Deb.

07/18/2012 11:45:52 AM

From: Michelle Parker/R8/USEPA/US
To: Debra Clevenger/MO/R8/USEPA/US@EPA
Date: 07/18/2012 11:45 AM
Subject: Re: Fw: Workplace Violence Local Crisis Management Team

Thanks Deb.

.....
Michelle Parker | Labor and Employee Relations Officer | Human Resources (8TMS-H)
USEPA Region 8 | 1595 Wynkoop Street | Denver CO 80202-1129 | 303.312.6139

Debra Clevenger

Hi Michelle - I have attached our updated Preven...

07/18/2012 10:21:29 AM

*7/19
emailed Debbie
that we would be in
Bism/Bitt*

Preventing Workplace Violence - FEDERAL EPA EMPLOYEES

08/20/2012 to 08/20/2012 09:00 AM - 11:00 AM

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Preventing Workplace Violence - SUPERVISORS

08/29/2012 to 08/29/2012 12:00 PM - 03:00 PM


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X	7	(b)(6) privacy	8P-HW	
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X	9	(b)(6) privacy	8EPR-EP	
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X	13	(b)(6) privacy	8ENF-L	
X	14	(b)(6) privacy	8P-W-DW	
X	15	(b)(6) privacy	8EPR-N	
X	16	(b)(6) privacy	8P-W-TF	
✓	17	(b)(6) privacy	8EPR	
X	18	(b)(6) privacy	8TMS-L	
X	19	(b)(6) privacy	8ENF-L	
X	20	(b)(6) privacy	8EPR-B	
X	21	(b)(6) privacy	8ENF-UFO	
X	22	(b)(6) privacy	8P-W-GW	
X	23	(b)(6) privacy	8EPR-PS	
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X	25	(b)(6) privacy	8EPR-B	
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X	27	(b)(6) privacy	8TMS-I	
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(b)(6) privacy

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X 27	8TMS-I	_____
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X 29	8P-W	_____
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X 35	8ENF	_____

Preventing Workplace Violence - FEDERAL EPA EMPLOYEES

08/29/2012 to 08/29/2012 09:00 AM - 11:00 AM



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(b)(6) privacy

Slide presentation
located on
H: Drive
"Training
Handouts"

✓

NAME /

(b)(6) privacy



Re: Certification of Training - T1208GHR022
Michelle Parker to: Nobuko Hattori, rtpreceiving
Bcc: Michelle Parker

08/30/2012 08:17 AM

Yes, I certify the services specified were received.

Michelle Parker | Labor and Employee Relations Officer | Human Resources (8TMS-H)
USEPA Region 8 | 1595 Wynkoop Street | Denver CO 80202-1129 | 303.312.6139

Nobuko Hattori	I am writing to confirm that a group has received...	08/30/2012 08:12:06 AM
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From: Nobuko Hattori/TMS/R8/USEPA/US
To: Michelle Parker/R8/USEPA/US@EPA
Date: 08/30/2012 08:12 AM
Subject: Certification of Training - T1208GHR022
Sent by: Nobuko Hattori

I am writing to confirm that a group has received the training services listed below:

Course/Seminar/Conferences: Preventing Workplace Violence
Dates Attended: August 20 and August 29, 2012
T1208GHR022

The prompt Payment Act requires that the invoice be paid within 30 days of receipt. Therefore, it is pertinent that we receive your response to this certification within 5 days of receipt.

Please "Reply with History" to RTPReceiving@epa.gov and Nobuko Hattori, stating: "Yes, I certify the services specified were received," or "No, services were not received." If services were not received, please provide a brief explanation as to why. If services were received, any additional comments in regards to the class would be welcomed.

Please complete the attached survey and return to Nobe Hattori.

Should you have any questions, please contact Veronica Peeler at 312-7101.

[attachment "Training Evaluation Form
02-23-12.doc" deleted by Michelle Parker/R8/USEPA/US]
Thank you,

Veronica Peeler
Human Resources Training Officer

TRAINING EVALUATION FORM

PO Number: T12086HR022

Training Title: Preventing Workplace Violence

Our goal is to provide relevant and interactive learning opportunities for our employees to support their personal and professional development. The time you take to provide feedback on the training is greatly appreciated by the instructor and future participants.

For each statement, please check whether you agree or disagree using a rating scale from "1" to "5". A rating of "1" indicates that you strongly disagree with the statement and a rating of "5" indicates that you strongly agree and "3" is the level where you neither agree nor disagree.

	Strongly Disagree-Strongly Agree				
	1	2	3	4	5
Content Delivery					
The objectives were clearly stated.					✓
The workbook, materials and references were valuable and effective.					✓
The visual aids were helpful to my learning.					✓
The exercises enhanced my understanding of the skills.					✓
There were an adequate number of exercises.					✓
There was sufficient opportunity for interactive participation.					✓
There was sufficient time spent on each concept.					✓
My questions were answered during the training.					✓
The class size was appropriate.					✓
The overall length and pace of the training was adequate.					✓
The overall objectives were achieved.					✓
Content					
The subject matter was relevant to my work.					✓
The concepts were easy to understand.					✓
The skills presented were clear.					✓
I will be able to use the skills I learned.					✓
Instructor					
The instructor showed mastery of the subject matter.					✓
The instructor was well prepared for the session.					✓
The instructor used time effectively.					✓
Participants were questioned to stimulate discussion and verify learning.					✓
The instructor's vocal variety, volume and pace were effective.					✓
The instructor was respectful to the views of participants.					✓
Facility					
The meeting room served as a good learning environment.					✓
The location for the training was convenient.					✓
The tools and equipment used worked well.					✓
Sufficient information was provided to me regarding location.					✓
Overall Satisfaction					
The goals of the training have been met.					✓
My understanding of the subject increased as a result of the training.					✓
In relation to other training I have had, this training is among the best.					✓
I was generally very satisfied with all aspects of this training event.					✓

Additional Comments

What were the most valuable elements of the training?

How will this information change the way you perform your current job?

Were your expectations met? If NO, what could have been done differently to make the experience more rewarding?

Would you encourage your colleagues to attend this training?